



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	December 17, 2015	Closing Date:	December 31, 2015
Job Title:	Commissioner	Position Type:	Regular Full-Time
PIN:	N16074	FLSA Status:	Exempt
Location:	District Court for Caroline County Denton, Maryland	Grade/Salary:	J13/1 \$47,322
		Financial Disclosure:	Yes

Essential Functions: District Court Commissioners are judicial officers involved in conducting initial appearances, issuing charging documents, summonses and warrants, setting and accepting bonds or determining conditions of pre-trial release for arrested persons. District Court Commissioners receive general supervision from a District Court Managing Commissioner or Administrative Commissioner and perform the full range of duties with complete independence after an initial period of training and orientation. District Court Commissioners are assigned to day, evening or night shifts, or serve in an “on-call” capacity, and are subject to call-in during emergencies and staffing shortages. Work is performed in a District Court building, police station or Central Booking facility. Employees may be exposed to individuals who are hostile, emotionally charged and/or unhealthy or wounded.

District Court Commissioners are appointed by the Administrative Judge of the assigned District with the approval of the Chief Judge. District Court Commissioners serve at the pleasure of the Chief Judge.

Education: B.S. or B.A. degree from an accredited college or university.

Skills/Abilities: Demonstrated experience using a personal computer and the ability to type efficiently. Excellent interpersonal skills as well as a professional demeanor. Candidate must have the ability to make decisions based on criteria set forth in the Law and Administrative regulations. In addition, candidate must have the ability to work day, evening, or night shifts including weekends. Must be able to travel to various court locations in District 3. Ability to perform all essential functions of the position.

NOTE: EMPLOYEE MUST RESIDE IN CAROLINE COUNTY UPON EMPLOYMENT.

Application for DC Commissioner (DCA89) must be submitted. To receive application, please call the Commissioners Office located in Cecil County 410-996-2725 or download the application from our website: www.mdcourts.gov. Materials must be received by 4:30 p.m. on the closing date at the address below. The candidate selected for this position will be subject to a background check.

Jessica Smith, Administrative Commissioner
Commissioner's Office
District Court of Maryland
170 E. Main Street
Elkton, MD 21921

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.